

***CITY OF WILLMAR***

**PLANNING COMMISSION MEETING  
7:00 P.M. ON WEDNESDAY, MAY 6, 2020  
VIRTUAL  
GoTo MEETING**

***Chair:*** Christina Nelson

***Vice Chair:*** Rolf Standfuss

***Members:*** Steve Gardner, Jeffery Kimpling, Cletus Frank, Jonathan Marchand, Terry Sieck, Dr. Jerry Kjergaard, and Khalif Ahmed Bashir.

**AGENDA**

1. Meeting Called to Order
2. Minutes of April 15, 2020 meeting
3. Tempel Properties, LLC Plan Review
4. Willmar Public Schools (High School) Sign Permit
5. Miscellany
6. Adjourn

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 15, 2020**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 15, 2020, at 7:00 p.m. at the Willmar City Offices Conference Room #1.

**\*\* Members Present:** Christina Nelson, Rolf Standfuss, Jeff Kimpling, Steve Gardner, Cletus Frank, Terry Sieck, Jonathan Marchand, Terry Sieck, and Dr. Jerry Kjergaard.

**\*\* Members Absent:** Khalif Ahmed Bashir

**\*\* Others Present:** Sarah Swedburg – Planner, David Ramstad, PhD – Planning and Development Director, Shelby Lindrud – West Central Tribune, Aaron Backman & Connie Schmoll – Kandiyohi County & City of Willmar EDC.

2. MINUTES: Minutes of the February 19, 2020 meetings were approved as presented.
3. RENAISSANCE ZONE DISTRICT TEXT AMENDMENT – FILE NO. 20-02: The public hearing opened at 7:01 p.m. Staff reviewed the general history and goals of this overlay district. This will be the first phase of implementation of this initiative by adding a new section to the Zoning Ordinance: establishing a new “Renaissance Zone” overlay district, within which exemptions from parking standards set in the Willmar Zoning Ordinance and other targeted development incentives, such as free building permits, are provided for.

Linda Mathiasen spoke on behalf of the Vision2040 Housing Subcommittee. This is also the City’s Housing Taskforce, and they have submitted a letter of support for the approval of this Ordinance. Two of their three top goals for the year are to support and help market this initiative.

Connie Schmoll from the Kandiyohi County & City of Willmar Economic Development Commission discussed how the Renaissance Zone aligns with the Opportunity Zone initiatives. This additional incentive program going above and beyond the Opportunity Zone has caught the attention of other organizations such as the Minnesota Small Business Administration (SBA) & Congressman Peterson’s Office.

Dr. David Ramstad told the Commission that the Renaissance Zone is timely during the COVID-19 pandemic, as it brings incentives to the level of a Willmar investor, developer, or business owner. We hope that this program will allow for business and property owners to work on projects and invest in their buildings that may not otherwise be possible right now.

Aaron Backman, Executive Director of the Kandiyohi County & City of Willmar Economic Development Commission additionally spoke in favor of the Renaissance Zone. He said that the permit fee reductions and parking credits will be of most interest to developers right now. Mr. Backman continues to receive phone calls from parties interested in projects in the Renaissance Zone area, and this is a very important next step.

No one else appeared to speak for or against the request and the public hearing closed at 7:18 p.m.

Mr. Gardner made a motion, seconded by Mr. Marchand, to approve the Renaissance Zone Text Amendment and forward to City Council for introduction and adoption.

Dr. Jerry Kjergaard spoke in favor of this Ordinance and stated that he was excited to see this Ordinance continuing to move forward.

Steve Gardner asked about Tax Abatements tied to the Renaissance Zone. Staff reminded the commission that this phase does not include the Tax Abatements, though a Tax Abatement/TIF project could occur anywhere in the City at this time if it aligned with the current City Policy. This incentive is intended to support and encourage renovation and new construction projects of certain values per square feet that help reach the broader goals of the Renaissance Zone. Tax Abatements in the Renaissance Zone will be based upon a rubric and require an application.

Jonathan Marchand asked about the parking credit provisions in this initial Ordinance. Staff explained that these credits will be taken on a case-by-case basis and will require an application to be filled out. Credits will be given for those that additionally meet provision of parking for other modes of transportation, such as bicycles and shared vehicles. Mr. Backman shared an example of a developer interested in a residential project on Highway 12 that was concerned about site layout due to the parking requirements. The Commission spoke favorably of allowing contextual parking credits and expressed interest in further exploring parking requirements at a future meeting.

The motion carried.

4. PLEASANT VIEW REZONE R-2 TO R-4 – FILE NO 20-01: The public hearing opened at 7:42 p.m. Staff introduced a City-initiated rezoning from R-2 (One- and Two-Family Residential) to R-4 (Medium Density Multi-Family Residential) on property described as: Lots 1-3, Block 1, Pleasant View Fourth Addition (1405, 1409, & 1413 14th Ave SE). This rezoning is intended to allow larger residential structures on these parcels due to their larger-than-average size.

No one appeared to speak for or against the request and the public hearing closed at 7:45 p.m.

Mr. Gardner made a motion, seconded by Mr. Frank, to approve the rezone and forward to City Council for introduction and adoption.

Mr. Gardner inquired about the sale price & other sales in this area. Dr. Ramstad informed the commission that the current negotiated sale is for \$1.06/square foot, which aligns with the sale of industrial property of \$1.25/square foot.

Staff clarified that the road name in front of these parcels is 14th Ave SE; the road name transitions to Pleasant View Dr SE after the curve in the road, further West.

The motion carried.

5. THEIN (PLEASANT VIEW) LAND SALE: Staff introduced a sale of City owned property described as: Lot 1, Block 1, Pleasant View Fourth Addition (1405 14th Ave SE). The intent of this property after the land sale is to remain residential. It is anticipated that the Commission will see a plan review for a house move at a future meeting. However, the applicant must have an interest in the property (at least a City-approved & signed purchase agreement), therefore the land sale is being reviewed first. Because the land is to remain residential, it is staff recommendation that this land sale is in alignment with the Comprehensive Plan.

Mr. Gardner inquired about land sale values in this area. Staff recalled the City-owned property sales to Phyllis Keil & Habitat for Humanity most recently.

Mr. Kjergaard made a motion, seconded by Mr. Kimpling, to approve the rezone and forward to City Council for introduction and adoption

The motion carried.

6. CABHS SIGN PERMIT REVIEW – APPLICATION NO 20-12: Staff presented, on behalf of Albrecht Sign, an application for a freestanding monument sign (32 square feet) located at 2301 Transportation Dr NE. Staff has approved the directional freestanding sign (12.5 square feet) permit for this same property. However, Planning Commission approval is required for any sign permit in a Government/Institution Zone that is greater than 20 square feet.

Staff reminded the commission of a number of sign permits approved for public school properties in the last several years. This sign is well within the precedent set for sign size allowed on properties in a Government/Institution Zone.

Mr. Kjergaard made a motion, seconded by Mr. Standfuss, to approve the rezone and forward to City Council for introduction and adoption

7. There being no further business to come before the Commission the meeting adjourned at 8:03 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sarah Swedburg".

Sarah Swedburg  
Planner

**PLANNING COMMISSION – APRIL 15, 2020**

***STAFF COMMENTS***

1. RENAISSANCE ZONE TEXT AMENDMENT – FILE NO 20-02:

- This Zoning Ordinance amendment is City initiated.
- Implementation of this amendment is the first phase in the creation of the Renaissance Zone.
- This amendment would add a new section establishing a new “Renaissance Zone” overlay district, within which exemptions from the parking standards set in the Willmar Zoning Ordinance, together with other targeted development incentives, such as free building permits.
- Additional language is being created to further substantiate the intended exemptions from other standards set in the Zoning Ordinance.
- This district encompasses the entire federally-designated Opportunity Zone in Willmar as well as includes the area west of the Opportunity Zone where Willmar Municipal Utilities operations currently exist as well as the western Highway 12 corridor that leads into downtown Willmar.
- Staff has vetted this new Overlay District for a number of months with area organizations and stakeholder groups, such as Vision2040 Housing Subcommittee and downtown property owners, as well as with City Staff, City Council & Planning Commission.

RECOMMENDATION: Approve the Zoning Ordinance amendment and forward it onto the City Council for Ordinance introduction and adoption.

2. PLEASANT VIEW DR REZONE R-2 TO R-4 – FILE NO 20-01:

- The request is City-initiated.
- This action would be a rezoning from R-2 (One- and Two-Family Residential) to R-4 (Medium Density Multi-Family Residential) on property described as: Lots 1-3, Block 1, Pleasant View Fourth Addition (1405, 1409, & 1413 14th Ave SE).
- All properties involved are owned by the City & currently undeveloped.
- The current R-2 zoning allows for up to 2 dwelling units on each site. The new R-4 zoning would allow a multi-family structure with 2-5 dwelling units per parcel (2-4 units outright; 5 units with a Plan Review). Units restriction at 5 dwelling units due to the square footage of the parcels (approximately 18,500 sf each).
- The properties to the north are zoned R-4 and all other surrounding parcels are zoned R-2. Additional multi-family housing exists South and Southeast of these parcels (15th St Flats, Dana Heights, etc.).
- This rezone will help fulfill a need for a greater variety of undeveloped property

Attachment A

RECOMMENDATION: Approve the rezone and forward it onto the City Council for Ordinance introduction and adoption.

3. THEIN (PLEASANT VIEW) LAND SALE:

- The purchaser is Sherron Thein.
- The property is described as Lot 1, Block 1, Pleasant View Fourth Addition (1405 14th Ave SE).
- This parcel will be accessed via 14th Ave SE.
- The intent of this property purchase is to move an existing house onto the property with 3 dwelling units. A Plan Review for this request will be on a Planning Commission agenda as soon as a purchase agreement has been approved by City Council.
- Utility access is available for this site.
- The purchaser has agreed to a purchase price of \$19,000, plus remaining special assessments, subject to City Council approval.

RECOMMENDATION: Approve the land sale and forward it onto the City Council for Purchase Agreement approval and Ordinance introduction and approval.

4. CABHS SIGN PERMIT REVIEW – APPLICATION NO 20-12:

- The applicant is Albrecht Sign, on behalf of the Minnesota Department of Human Services Child & Adolescent Behavioral Hospital.
- The request is for freestanding signs located at 2301 Transportation Dr NE.
- The applicant has been approved for a freestanding directional sign of 12.5 square feet.
- The applicant is requesting an additional freestanding monument sign of 32 square feet.
- Zoning Ordinance requires Planning Commission approval of any freestanding sign in a Government/Institution Zone greater than 20 square feet.
- The property has approximately 800 feet of street frontage.
- The sign request is well within the standards of all other allowable freestanding signs in comparison to other Zoning Districts.

RECOMMENDATION: Motion to approve sign application 20-12 as requested.

**PLANNING COMMISSION – MAY 6, 2020****STAFF COMMENTS****1. TEMPEL PROPERTIES, LLC PLAN REVIEW – FILE NO 20-02:**

- The applicant is Tempel Properties, LLC of Willmar, MN.
- The applicant is requesting a plan review to allow an addition of a contractor storage/shop on property described as follows: The South 100 feet of Lot 7, Block 2, LEE-DON as measured along the east line of said Lot 7 (1611 15th St SE).
- The property is zoned GB (General Business).
- Lot width, area, and setbacks are well exceeded.
- The property is about 20,000 sq ft, and the proposed building is 2,160 sq ft with an additional 2,890 sq ft of bituminous..
- Parking requirements for this use are as follows: “At least eight (8) spaces, plus one (1) space for each two (2) employees on each shift based on maximum planned employment, or at least eight (8) spaces plus one (1) space for each eight hundred (800) square feet of floor area, whichever is greater.”
  - Based on size of building (2,160 sq ft): 11 spaces required
  - Based on maximum planned employment (5): 11 spaces required
- The site will be accessed off of 15th St SE via the existing curb cut
- There was an easement created for the encroachment, but it was never executed or recorded. The seller is currently working on finalizing this issue, and hope to record the easement before or with the closing (May 30th). According to the title company, the closing can take place without it.
- The building façade is of similar colors to the existing building on the property.
- A dog grooming business currently operates out of the existing building on this property. It is intended for this business to continue to operate & rent from the new owners.
- Construction is scheduled to begin in 2020.
- Signage approvals are ancillary from site plan review/approval.

**RECOMMENDATION: Approve plan review with the following conditions:**

- A. A site plan indicating parking lot layout shall be provided to staff prior to issuing building permits. Parking spaces provided shall meet minimum Zoning Ordinance requirements or a variance shall be obtained.
- B. The easement agreement created for the encroachment shall be properly executed and recorded.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

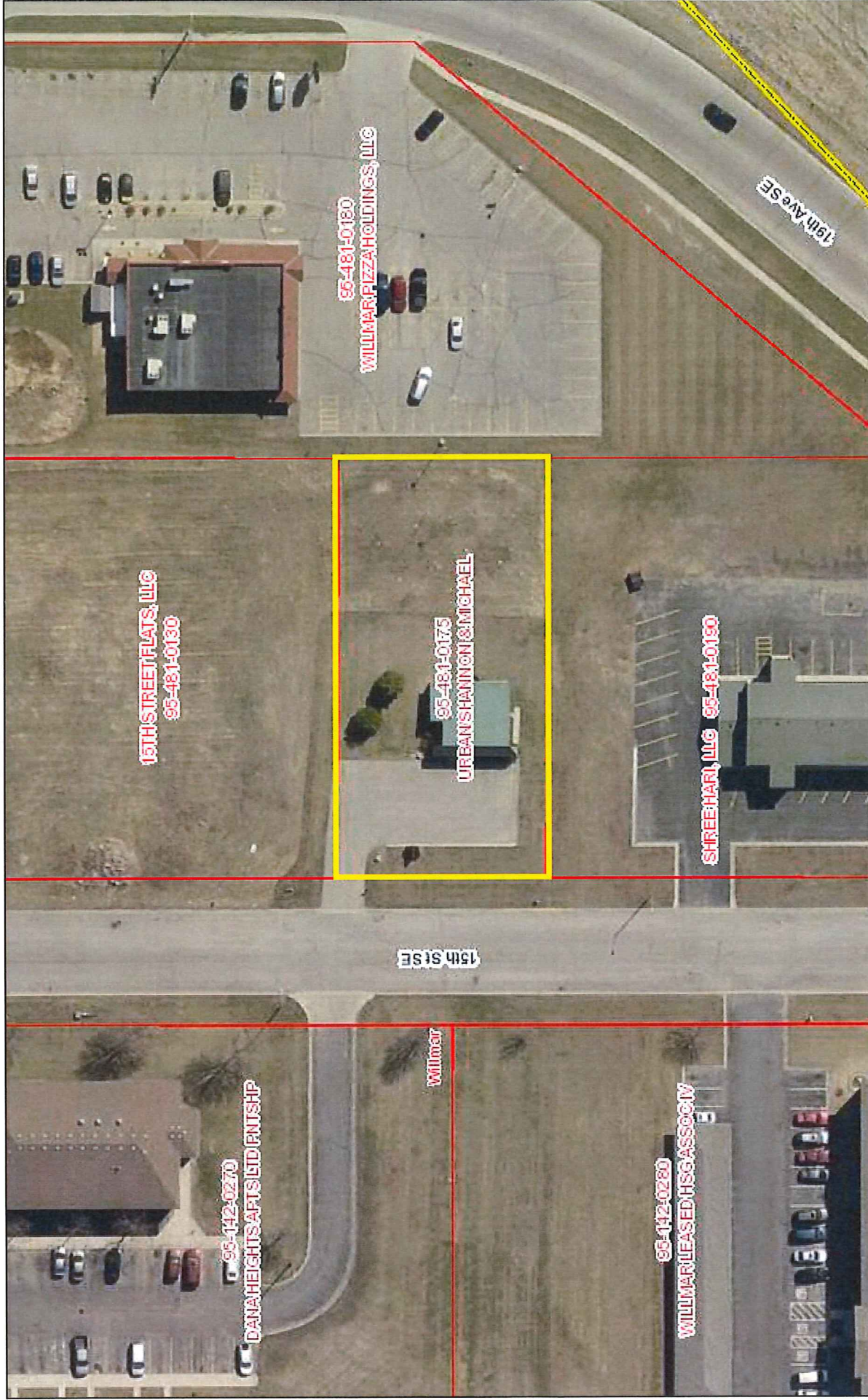


Attachment A2. HIGH SCHOOL SIGN REVIEW - APPLICATION NO 20-16:

- The applicant is Quick Signs, on behalf of Willmar Public Schools.
- The request is for a wall sign located at 2701 30th St NE (Public High School).
- The applicant is requesting a 67 square foot wall sign on the south side of the building, just west of the main entrance.
- The applicant was approved for a freestanding sign at the end of 2019.
- Zoning Ordinance requires Planning Commission approval of any sign in Government/Institution Zone other than a freestanding sign 20 square feet or less in size.
- The sign request is well within the standards of all other allowable freestanding signs in comparison to other Zoning Districts.

RECOMMENDATION: Motion to approve sign application 20-12 as requested.

# Tempel Properties, LLC Plan Review



April 28, 2020

1:1,128

0 0.0075 0.015 0.03 mi

0 0.015 0.03 0.06 km

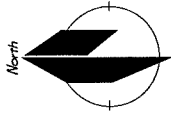
10

# Tempel Properties, LLC

Landscape Plan

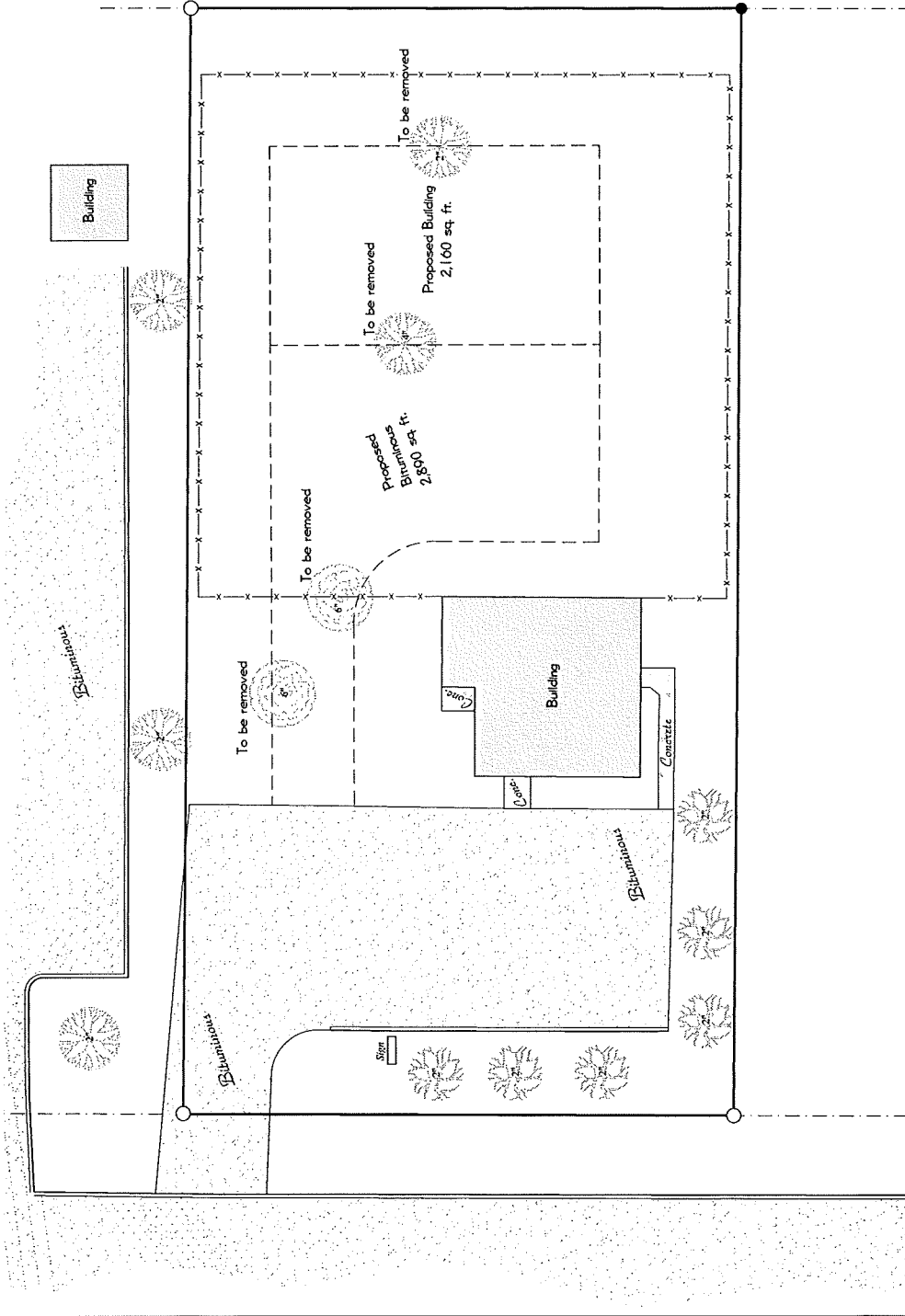
1611 15th St SE

Willmar, MN 56201



## LEGEND

- Found Iron Monument from former survey
- Bonnama Rutke Stem Inc. Placed Capped Iron Monument
- ⊗ Deciduous Tree with size
- ⊗ Coniferous Tree with size
- ⊗ Deciduous Tree to be planted
- x — Proposed Chain Link Fence



**Section 23, T119N-R35W, Willmar Township,  
Kandiyohi County, Minnesota**



with a South 100 feet off of 7. Block 3. Location is measured along the east line of said 1 of 7"

with a South 100 feet off of 7 Block. Location is measured about the east line of said 1st 7<sup>th</sup>

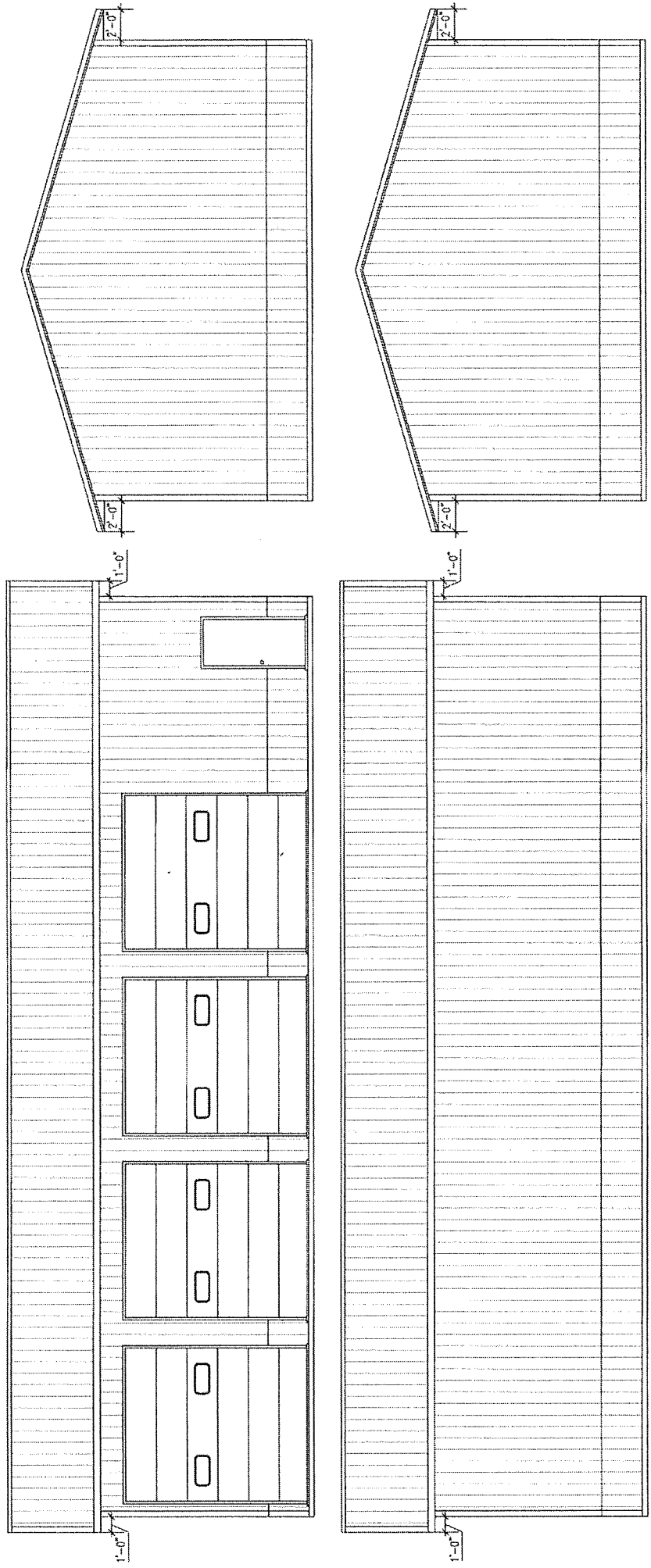
Some of the utility companies may not have responded in the local region. There are also various private facilities that do not participate in the Cooper State One Call utility location system and may have utilities located on this property that we are not aware of. Before any excavating is done in this area, the utilities in this area should be re-confirmed. The utilities shown on this survey are based on information provided by the utility representatives and field observations.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON APRIL 14, 2020.

Date April 20, 2020 License No. 443 600

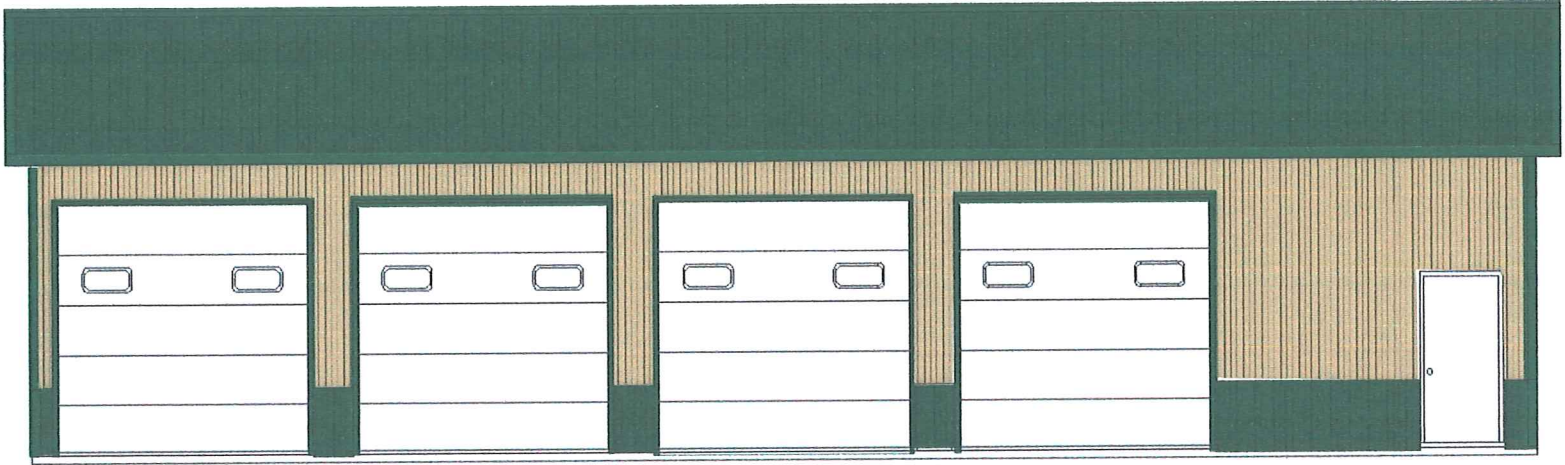
23-119-35

12



2 ELEVATIONS

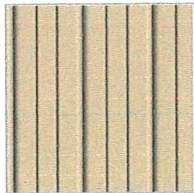




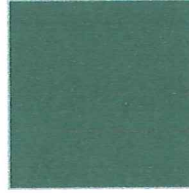
Roof Panel 2  
Classic Rib 29 Gauge  
Metal Sales  
Forest Green



Wall Panel 2  
Classic Rib 29 Gauge  
Metal Sales  
Forest Green



Wall Panel 1  
Classic Rib 29 Gauge  
Metal Sales  
Light Stone



Trim 1  
Trim  
Metal Sales  
Forest Green



# CITY OF WILLMAR SIGN PERMIT APPLICATION

DATE: <u>4/22/2020</u>		FEE PAID: _____		APPLICATION #: <u>20-16</u>	
<u>Quick Signs</u> APPLICANT'S NAME		<u>2701 30<sup>th</sup> Street NE</u> PARCEL # & ADDRESS OF SIGN LOCATION		<u>G/1</u> ZONING DISTRICT	
<u>Willmar Public Schools (High School)</u> OWNER'S NAME (if different than applicant)			OWNER'S ADDRESS		
PROPERTY OWNER'S NAME			PROPERTY OWNER'S ADDRESS		
<u>Quick Signs</u> SIGN CONTRACTOR			<u>919 First Street S</u> CONTRACTOR'S ADDRESS		
<u>Aluminum Building Letters</u> TYPE OF SIGN		<u>24" x 402" = 67 s.f.</u> HEIGHT X WIDTH - AREA (SQ. FT.)			
<u>N/A</u> OVERALL HEIGHT	<u>N/A</u> SETBACK	<u>N/A</u> VEHICULAR CLEARANCE	<u>N/A</u> PEDESTRIAN CLEARANCE		
COMMENTS: <u>These will be installed on the south side of the building just west of the main entrance.</u>					
PERMIT DETERMINATION  APPROVED: _____  DENIED: _____  DATE: _____			CONTACT PHONE # <u>320-235-7411</u> <u>Gary Laughlin</u> APPLICANT'S SIGNATURE  _____ ZONING ADMINISTRATOR'S SIGNATURE		
FEE AMOUNT PAID: _____ DATE PAID: _____ PAYMENT TYPE: _____ CHECK NO.: _____ RECEIPT NO.: _____			ATTENTION: Right-of-way location verification is the responsibility of the applicant.		



